



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

IN REPLY REFER TO:

Canc frp: Jan 07

COMNAVRESFORCOMNOTE 5400
N1

COMNAVRESFORCOM NOTICE 5400

Subj: FISCAL YEAR 2007 (FY07) NATIONAL COMMAND AND SENIOR OFFICER (05/06)
NONCOMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMNOTE 1001 of 04 Nov 05
(d) JAGINST 1301.2B
(e) JAGINST 5817.1A
(f) SECNAVINST 1401.3
(g) OPNAVINST 5354.1E
(h) DoD 1350.2 of 18 Aug 95
(i) SECNAVINST 5211.5D
(j) OPNAVINST 1000.16J
(k) COMNAVRESFORINST 5320.1C
(l) OPNAVINST 6110.1H
(m) MILPERSMAN 1300-020
(n) US CODE TITLE 10

Encl: (1) FY07 APPLY Board Execution Guidance Listed by Title

1. Purpose. To establish standardized policy and procedures for the National Command and Senior Officer (05/06) Noncommand Billet Screening and Assignment Board, henceforth referred to as the "APPLY Board". The APPLY Board will be held 14 August 2006 to 1 September 2006, at the Navy Personnel Command (NAVPERSCOM) in Millington, Tennessee.

2. Background. Screening and assigning our best qualified Officers to senior leadership and management positions is vital to the continued integration of the Active and Reserve components of the Navy. This is achieved through a consistent assignment process that promotes credibility with Resource Sponsors, Major Claimants, Supported Commands, and the Drilling Reserve community.

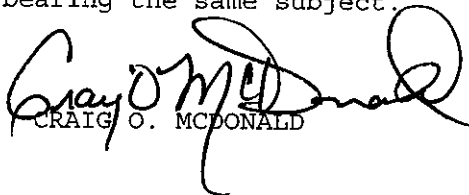
3. Scope

a. This notice supplements officer assignment policies issued by references (a) through (c), and contains additional policies and procedures for officer application, billet advertisement, and board conduct pertinent to the screening and assignment of drilling Navy Reservists to National Command (Commanding Officer/Officer in Charge (CO/OIC)) billets, and Senior Officer (05/06) Noncommand billets.

b. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) before the Board's convening date. Modifications will be published on the APPLY website.

COMNAVRESFORCOMNOTE 5400

4. Cancellation Contingency. This notice remains in effect until superceded by another COMNAVRESFORCOMNOTE 5400 bearing the same subject.


CRAIG O. McDONALD

Distribution:
Electronic only via COMNAVRESFOR web site
Navyreserve.navy.mil

Copy to:
All SELRES Flag Officers

FY07 APPLY BOARD EXECUTION GUIDANCE LISTED BY TITLE

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SECTION I

ACTION ITEMS

1. The success of the National Reserve Command and Senior Officer (O5/O6) Noncommand Billet Screening and Assignment Board is dependent upon a coordinated effort by all echelons of the Navy Reserve in addition to the efforts of Navy Supported Commands via their respective OSO. As such, the following specific action items must be carried out efficiently and effectively:

a. COMNAVRESFORCOM N00 will:

(1) Act as the convening authority for the Screening and Assignment Board per the schedule in enclosure (1) of this notice.

(2) Appoint Navy Reserve Flag Officers to serve as President and Vice President of the FY07 APPLY Board.

(3) Appoint the membership of the APPLY Board, including voting members (Board Members), Recorders, and Assistant Recorders (Board Support) per references (d) through (j) by 1 April 2006.

(4) Appoint an Executive Steering Committee (ESC) comprised of Navy Reserve Flag Officers from a variety of designators and communities to guide the future growth and development of the APPLY process. The Executive Steering Committee (ESC) will be specifically charged with reviewing and proposing updates to policy and procedure to COMNAVRESFORCOM.

(5) Approve/Disapprove all billet and Projected Rotation Date (PRD) extension requests by 14 June 2006.

(6) Approve the recommendations of the APPLY Board President, to include:

(a) Nominations for appointment to Command, Noncommand, and NEPLO billets.

(b) Resolution of waiver requests for grade, designator, Navy Officer Billet Code (NOBC), and tenure.

b. COMNAVRESFORCOM (N12) will:

(1) Liaise with Navy Personnel Command (NAVPERSCOM) in the scheduling, coordination, and execution of the APPLY Board.

(2) Post the APPLY Program on the Navy Reserve Force website at: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm> by 3 January for on-line registration of all Reserve officers.

(3) Update the billet database following major changes that add or remove billets (i.e., TFMMS update applied to Navy Reserve billet file). Remove from advertisement, all billets with end dates in TFMMS/RHS of 30 September 2007 or earlier.

Enclosure (1)

(4) Post billet vacancies for preview only to the Navy Reserve Force via the APPLY website by 1 May 2006. Provide applicants a "45-day stabilized billet database" of all vacant advertised billets from 15 June to 30 July 2006, during which time applicants will be able to complete "dreamsheet" submissions.

(5) Process all COMNAVRESFORCOM approved billet extensions and PRD adjustments by 14 June 2006. COMNAVRESFORCOM (N12) will provide notification to the applicable Officer and Echelon IV via e-mail through a set of orders generated through the IDT Orderwriter system by 28 June 2006. The Board will not consider officers approved for billet extensions for FY07 and their billet will be removed from the vacancy billet List. Requests received after 15 May 2006 will not be considered.

(6) Coordinate with the NAVPERSCOM Customer Service Center (CSC) that CSC will receive, process, and log all supplemental official board correspondence from 0700 to 1900(CST) until 11 August. COMNAVRESFORCOM (N12) is prohibited from receiving, forwarding, or processing any official supplemental board correspondence. Deadline for submitting all supplemental correspondence (hand-delivered, mailed, or faxed) is 11 August 2006 at 1900(CST). Correspondence postmarked, faxed and/or received by the NAVPERSCOM CSC after 11 August 2006 at 1900(CST), will not be processed or submitted for the Boards' consideration. Confirmation of official correspondence packages' receipt will be logged at the NAVPERSCOM CSC site at: (<http://npc.jax.disa.mil/OAHTML/jtflogin.jsp>).

(7) Provide a Board precept in the format of exhibit 4 of enclosure (1) of this notice. Precept will be finalized by 1 August 2006, and posted to the APPLY website after the Board convenes.

(8) Remove from consideration: Officers who are ineligible for assignment, per references (a) through (n). Those removed from consideration will include officers who are within 12 months of mandatory retirement per reference (n), chapter 1407, section 14507. Additionally, remove from consideration those who are selected for assignment to billets outside the APPLY process via an approved selection process (i.e., RESFORON CO).

(9) Ensure the contents of applications are released to Board Support Staff and Membership only. Ensure strict compliance with the Privacy Act requirements of reference (i).

(10) Notify applicants volunteering to serve as Membership or Board Support of selection as a board participant by 17 April 2006. Not being selected to serve as a Board member is in no way indicative of an officer's performance.

(11) Conduct other actions per references (a) and (b).

b. President of the APPLY Board will:

(1) Oversee Board administration and logistics with COMNAVRESFORCOM (N12).

(2) Conduct and report Board proceedings per exhibit (5) of enclosure (1) to this notice.

(3) Ensure strict compliance with the Privacy Act requirements of reference (i). Ensure complete destruction of all records, materials, submitted correspondence, and notes of the Board when the Board adjourns.

(4) Endorse requests for extensions received by COMNAVRESFORCOM (N12) and forward these requests to COMNAVRESFORCOM (N00) for approval/disapproval by 1 June 2006.

c. Active Navy Supported Commands will:

(1) Ensure Operational Support Officer's (OSO) input Supported Command comments directly into the APPLY Program Administrative Module for review by COMNAVRESFORCOM (N12). This profile amplifies Supported Command expectations and facilitates placement of the right Officer in the right billet. However, it will not supersede the requirements already placed on the billet, i.e., grade, designator, RFAS, etc. Supported activity comments should state general guidelines, security clearance requirements, and/or specific professional skills or qualifications that the applicant needs to possess before applying for the billet, as well as any unique drilling requirements. OSOs should update all billet comments, not merely the ones filled by officers with FY06 PRDs. This section may not be used to nominate specific Officers or to add or modify NOBC requirements. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (j). Accurate Reserve Functional Assignment Substitution (RFAS) codes per reference (k) are essential for determining applicant eligibility for advertised billets. RFAS changes must be submitted to COMNAVRESFORCOM (N13) by 28 April 2006.

(2) Ensure the unit CO/OIC billet is correctly identified with a "K" or "O" as the last digit of the RBSC by 28 April 2006. Generally, units will not have more than one "K" or "O" coded billet in each Reserve unit (RUIC).

(3) Fully engage Supported Command OSOs in notifying all mobilized Reserve officers on the APPLY process. Make certain the APPLY process policies, procedures, and dated milestones are widely advertised and disseminated to include ensuring that every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(4) Request a (Supported Command OSOs) login for the APPLY Administrative Module via their initial login to the APPLY website. OSOs experiencing difficulty logging onto the Administrative Module should request login assistance via applyfy07@hq.cnrf.navy.mil or contact PS1 (SW/AW) Leonard K. Bell at Leonard.Bell@navy.mil.

d. Echelon IV (REDCOM/NAVAIRES/NOSC) Commanders will:

(1) Coordinate a thorough billet/PRD review with subordinate echelon V and VI commands. Billet/PRD review will include validating existing assignments of all CAPT, CDR, and CO/OIC assignments from FY04, FY05, and

FY06 APPLY Boards and include verification of existing orders, billet assignment, and PRD in all applicable databases including NSIPS, RHS, APPLY, and the IDT Orderwriter system. Completed billet/PRD review will be reported to COMNAVRESFORCOM (N12), via e-mail or message by 1 April 2006.

(2) Provide widest possible distribution of this notice and information pertaining to the Board process.

(3) Designate an individual, usually the Readiness Command Manpower Officer or the air activity (NAVAIRES/NOSC) Reserve Programs Director (RPD), as the Regional representative regarding questions about the application process and the use of the APPLY program. The Reserve Echelon IV representative will serve as the direct liaison between Supported Command OSOs, field activities, individual applicants, and COMNAVRESFORCOM (N12).

(4) Effect/update all billet assignment and PRD corrections via the IDT Orderwriter and execute as required in NSIPS by 15 April 2006.

(5) Review Echelon VI and Supported Command comments, via the APPLY Administrative Module, for accuracy and applicability within current policies and procedures by 30 April 2006. Coordinate update of comments with respective unit COs/OICs and OSOs as necessary. (Comments should detail unique unit requirements not listed by the OSO, but cannot be used to request an Officer by name.)

(6) After FY07 Apply Billet Selection results are published, determine status of all post board vacant billets. Coordinate with the Supported Command OSOs, Reserve Activities and Reserve Unit COs/OICs requests for the placement of officers into vacant billets using the post board interim fill billet assignment procedures, as outlined in section IV of this notice.

e. Echelon V (Navy Reserve Activity) COs will:

(1) Ensure a comprehensive assignment review for all CAPTs, CDRs, and unit CO/OICs assigned on their RHS RUADs. Each assignment will be validated against official orders and the PRD in NSIPS. Discrepancies that cannot be resolved at the NRA will be reported to echelon IV for assistance in resolution. Completing this assignment review will be reported to echelon IV by 1 April 2006.

(2) Ensure APPLY policies, procedures, and dated milestones are widely advertised and disseminated to include every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Support the preparing and submitting web applications and, if necessary, supplemental information letters to the President of the Board, in the format of exhibit 2, of enclosure (1) per the schedule in exhibit 1.

f. Echelon VI (Navy Reserve Unit) COs/OICs will:

(1) Ensure a comprehensive assignment review of all CAPTs and CDRs assigned on their unit RUAD. Each billet assignment will be validated against official orders and the PRD in NSIPS. Assignments and PRD discrepancies will be reported immediately to the NRA for correction in NSIPS. Follow-up with the NRA to ensure assignment and PRD corrections are incorporated in NSIPS by 1 April 2006.

(2) Mentor junior officers regarding the APPLY process, application procedures, and the importance of personal record maintenance, to include that every officer is aware of their obligation to register at the APPLY website and validate their current assignment.

(3) Encourage eligible Officers not applying for billets to apply for Board membership or Board support positions via the APPLY website by 1 March 2006.

(4) Review, using the APPLY Administrative Module (under CO comments "access type"), and update specific billet comments for their respective RUC by 30 April 2006. Update will include all billet comments, not just billets filled by officers with FY06 PRDs. Comments should be limited to information not otherwise covered by OSOs in Supported Command comments and must not include specific Officer endorsements. Unit COs/OICs should request a login for the Administrative Module via their initial login to the APPLY website. COs/OICs experiencing difficulty logging onto the Administrative Module can request login assistance via: applyfy07@hq.cnrf.navy.mil or contact PS1 (SW/AW) Leonard K. Bell at Leonard.Bell@navy.mil.

(5) Ensure information on APPLY policies, procedures, and dated milestones is widely advertised and disseminated to include all officers are aware of their obligation to register at the APPLY website and validate their current assignment.

g. Selected Reserve Officers (SELRES), regardless of current assignment status, will:

(1) Register in the APPLY process between 3 January and 14 June by going to: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm>. Registration will include real-time verification of the officers' assignment status in RHS and the IDT Orderwriter. Officers will report discrepancies in the assignment information presented in APPLY to their chain of command for immediate resolution.

(2) Routinely visit the APPLY webpage via the Navy Reserve Force website at: <http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm> for the most current APPLY board information.

(3) Complete all applicable sections of the APPLY application, verify billet information, indicate willingness to accept billet not listed on dreamsheets and any applicable on-line resumes anytime between 15 June and 30 July but NLT 30 July 2006. This information will aid the Board in assigning billets. History of assignments and civilian work history will not be

retrieved from the member's official record. It is the applicants' responsibility to ensure the data in the "History of Assignments" and "resume" fields, as applicable, are up-to-date, and accurate before finalizing their application.

(4) Finalize application and dreamsheets selections between 15 June and 30 July but NLT 30 July 2006. Advertised billets will be "frozen" for a 45-day period between these dates, to allow for a stable billet file and minimize the need for last minute dreamsheet changes.

(5) Review their OSR/PSR prior to completing their application. Fitness Reports (FITREPs) discrepancies should be routed to NAVPERSCOM (PERS 311). All other OSR/PSR discrepancies should be routed to NAVPERSCOM PERS (312C).

(6) Submit official correspondence to the Board President to correct and/or update erroneous or missing information, using the sample format in exhibit 2, of enclosure (1). All official correspondence must be received, regardless of whether mailed, emailed, faxed, or hand delivered to the Navy Personnel Command (NAVPERSCOM) CSC, (Pers-00R), by 1900(CST) on 11 August 2006. Do not mail, email, fax, or deliver any official correspondence to COMNAVRESFORCOM. Ensure all correspondence is properly identified. Provide name and Social Security Number (SSN) at the bottom right side of every page. Mail correspondence to: President, FY07 Reserve Command and Senior Officer Noncommand Selection Board, Board #391, Navy Personnel Command Customer Service Center (PERS-00R), 5720 Integrity Drive, Millington, TN 38054. Fax correspondence to the NAVPERSCOM CSC (PERS-00R) at 901-874-2044, ATTN: Board #391. Officers may call the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 to confirm receipt of mailed, faxed or hand delivered packages. The CSC hours of operation are 0700 to 1900(CST). Officers submitting correspondence to the President of the Board should do so only once. Sending duplicate information under separate methods greatly increases the CSC's workload. Officers who have submitted supplemental information should check on the status of their submission at the Customer Service Center online site by logging in at: https://npc.jax.disa.mil/OA_HTML/npc.html. DO NOT SEND DUPLICATE PACKAGES TO CSC. Confirm CSC receipt status report before re-sending information.

(7) Submit Board Membership or Support position applications to COMNAVRESFORCOM (N12) via the Apply website by 1 March 2006. Only Officers not being considered for a billet may participate in a Board Membership or Support position.

(8) Accept or decline the Board selected billet via the APPLY website at: <https://apply.hq.cnrf.navy.mil> by 30 September 2006.

(9) Provide nonpay preference (VTU or IRR) and drill site location to their parent activity by 30 September 2006 if not selected to a pay billet

(10) When appropriate, e-mail will be used to communicate with applicants on the status of the APPLY website and community related information. Therefore, applicants must ensure their e-mail address in APPLY is kept current. IDT Orderwriter is limited to sending orders to military e-mail accounts only. All applicants should obtain a military e-mail account (.mil address) via their NRA.

SECTION II

APPLY APPLICATION AND ASSIGNMENT POLICIES

1. To provide guidance for maximum effectiveness of the APPLY Board the following areas are addressed:

a. Officer Eligibility

(1) All officers of the Navy and Navy Reserve (Active/Inactive) are eligible to complete an Apply application. Officers who are not affiliated with the Reserve in a drill status (REGNAV, ACDU, IRR, etc) must contact COMNAVRESFORCOM (N12) at applyfy07@hq.cnrf.navy.mil and request an account.

(2) To be considered for an assignment officers applying must be qualified and available per all provisions of references (a) through (c) of this notice. For example, officers on "Regular" Navy active duty or on Reserve voluntary extended active duty are fully eligible for assignment as long as they qualify to affiliate with the Reserve and assume their assigned reserve billet by 31 March 2007, section II, paragraph 1j of this notice.

b. Public Affairs Officers (PAO). PAO of all grades are detailed by the Public Affairs Community Manager. Officers desiring assignment to 1655 billets should contact LT Bruce Colkitt, PERS-448R at (901) 874-3397, DSN 882-3397 for billet request and assignment procedures.

c. Reserve Medical Detachment OIC Selection. Medical Treatment Facility (MTF) (Program 32) Detachment OIC positions are not assigned via the APPLY Board. This is a collateral duty determined by a selection process conducted by the Active Duty MTF CO and the CO of the NR MTF Headquarters Detachment.

d. Navy Reserve Force Squadron (RESFORON) Command. RESFORON CO billets are filled by Aviation Command Screening Boards convened by NAVPERSCOM. Any 05/06 Noncommand aviator (1315/1325) billets, including duty involving flying, with RESFORONS are selected by Pilot Selection Boards convened by respective Reserve Air Wing and Navy Air Reserve (NAVAIRES) Commanders.

e. Judge Advocate General (JAG) Officers. Selecting JAG officers to billets on the APPLY Board is governed by a Professional Qualification Screening Board (PQSB), which is convened per reference (d). JAG Corps candidates should use the application procedures outlined herein, and adhere to additional instructions per reference (d). Due to the length and timing requirements for Military Judges, per reference (e), selectees for military judge billets will receive 4-year PRDs.

f. Officers Selected for Promotion. Officers with no tenure remaining within their current PRD must apply for a new billet, regardless of select status. Officers that have been selected for promotion by the FY07 promotion selection boards with tenure in their current grade assignment (with a PRD of 30 September 2006 or later) have two options:

(1) Retain their current assignment until their PRD or 31 December 2007, whichever date is earlier.

(2) Apply for billets in the newly selected paygrade. If the officer is not selected to a billet in the new paygrade, the officer will retain their original billet assignment through FY07 and will be granted an automatic overgrade waiver for FY07. If the officer is selected to a billet in the new paygrade their originally assigned billet will be vacated and made available to the Supported Commands and the Reserve Echelon IV for an interim fill for FY07.

g. Navy Reserve Echelon IV (REDCOM/NAVAIRES/NOSC) Staff Billets. All Navy Reserve Echelon IV staff billets, including the Reserve Deputy for Mission Effectiveness (DME) and Reserve Executive Assistant (EA) positions will be filled using the APPLY board process.

h. Tenure. Officers currently serving in Noncommand billets may apply for NEPLO and Command (CO/OIC) billets before the end of their current assignment. Officers are ineligible to apply for a Noncommand billet before end of their current assignment (PRD). Per reference (b), a full tour is as follows:

(1) Command: Two years.

(2) Noncommand: Three years. Two years for Intelligence (1635) and Cryptology (1615) Officers, Medical Unit COs/XOs, Senior Nurse Executives and Senior Dental Executives. Four years for JAG Corps (2505) Military Judges assigned to NR TRIJUDACT, RUIC 88715.

h. Mobilization. All mobilized board selected officers will return to their original board-assigned billet/pay status upon completing their mobilization period, or the same status as if they had not been mobilized.

(1) If an officer is involuntarily mobilized before assuming the board-selected billet, the assignment will be held until the selected officer is demobilized. Supported commands may request an interim fill for the billet until the originally selected officer returns from mobilization, per ref c exhibit A-6 of this notice.

(2) If an officer is involuntarily mobilized after assuming the assigned billet, the officer will remain assigned to that selected billet until their return from mobilization or until their PRD expires. Supported commands may request an interim fill until the selected officer returns from mobilization. Officers approved for interim fill assignment (for officers who are involuntarily mobilized) will be placed IAP only if an alternate billet (overgrade or RFAS waiver) is not available.

(3) Every effort will be made to ensure that officers selected to serve as a CO, who are involuntarily mobilized, will have an opportunity to complete at least 12 months (not necessarily consecutive) in command. However, PRDs will generally not be extended beyond the original PRD. Requests for extension as CO (for mobilized Reservists) may be submitted per paragraph 3j of this notice. During the CO's absence, it is generally understood that the Executive Officer (XO) will serve as the Acting CO.

i. AT/ADT/ADSW/Release from Active duty. Officers on extended voluntary active duty (AT/ADT/ADSW/Recall) or who are otherwise being released from "regular" active duty must be able to complete their affiliation with the Navy Reserve and assume their assigned billet by 31 March 2007 or they will forfeit that billet. Forfeited billets will be filled using approved post board interim fill procedures per section IV of this notice.

j. Billet/PRD Extension Requests. Unsubstantiated requests for an extension in a billet assignment will generally not be approved. Extension requests must be submitted in Navy correspondence letter format, per exhibit A-3, to COMNAVRESFORCOM (N12) and postmarked by 15 May 2006. Requests received after 15 May 2006 will not be considered. Extension requests must include endorsements from the Supported Command's Operational Support Officer (OSO) and the Reserve Echelon IV Commander and specifically address the compelling negative impact to the Supported Command if the request is denied. COMNAVRESFORCOM (N12) will notify echelon IV commands by 28 June 2006 of all approved extension requests by generating IDT Orderwriter orders. Echelon IV/V commands will update all NSIPS information, to include member's PRD, upon orders receipt and ensure orders are promptly distributed. The APPLY Board will not consider applications for billet assignment from officers who have been approved for a billet/PRD extension through FY07. Billets that have been approved for assignment extension will be removed from the APPLY Billet Vacancy list and will not be considered for fill by the board.

k. PRDs and Billet File maintenance. All PRD corrections shall be completed and reported to COMNAVRESFORCOM (N12) by 1 April 2006. Officers aware of billets that are incorrectly advertised should contact the respective echelon IV or V commands assigned the billet and initiate corrective action. Officers with approved retirement dates before the end of their tenure should have their IDT orders modified, using the IDT Orderwriter, to update PRDs to correspond with their scheduled retirement date thereby ensuring the billet gets advertised. Billets that are scheduled for deletion in FY07, with end dates in TFMMS/RHS before 1 October 2007, as a result of the ZBR, reorganization, or other claimant action, will not be filled by the APPLY process. Officers filling billets that have an end date before 31 March 2007 must apply for a new assignment (Command and Noncommand) for FY07. Officers filling billets with end dates after 31 March 2007, whose PRD expires in FY07 or FY08 will remain in their assigned billet until the billets' deletion date, at which time they will be reassigned in pay for the remainder of FY07 using interim fills, overgrade assignments, or other assignment waivers, as coordinated via their supporting Reserve Echelon IV.

l. Assignment qualifications/expectations. It is the sole responsibility of applicants to apply only for billets that they are fully qualified to fill. Officers selected to billets requiring supported command duties that they cannot fulfill may be required to forfeit the assignment per reference (b), section 405, this determination will be coordinated by the supporting Reserve ECH IV and the supporting command. Specifically:

(1) Conflict of Interest. Per reference (b), section 504b, Officers shall not apply for billets that will create a conflict of interest through either a past or present business relationship (e. g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with Officers assigned to the unit.

(2) Supported Command requirements. Officers meet billet requirements as stated in the supported command billet comments, and who must fulfill the supported commands' reasonable assignment expectations; i.e., missing required qualifications, security clearances, and the ability to meet PFA and body fat standards, etc.

m. Billet Accept/Decline Policy. It is understood that billet acceptance is a confirmation that the officer meets all eligibility criteria associated with billet and subsequent transfer (i.e., rank, NOBC requirement, Designator, Supported Command desires, and physical readiness requirements for Special duty assignments). Billet acceptance constitutes the officer's acknowledgement of all assignment criteria in references (a) through (c) and this notice. Failure to meet assignment requirements will result in forfeiture of the billet. If an officer declines an APPLY board assigned billet, they will be subject to transfer from a pay status per applicable assignment policy. For those who decline, or fail to accept an APPLY board assignment by 30 September, there will be no guarantee they will remain in a pay status and will be subject to current COMNAVRESFORCOM assignment policies, per references (a) through (c).

SECTION III
BOARD PROCEDURES

Note: The following information is provided to establish a guide for board procedures. It is written in the form of the Board Precept. This information will be used as a basis for the Board Precept and is provided here for information only.

1. The following oath or affirmation shall be administered to the recorder and assistant recorders by the President of the board:

"You, and each of you, do solemnly swear (or affirm) you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Commander, Navy Reserve Forces Command or higher authority. So help you God."

The following oath or affirmation will be administered by the head recorder to the members of the board:

"You, and each of you, do solemnly swear (or affirm) you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of Officers and the efficiency of the Navy service, and you will not divulge the proceedings of this board except as authorized or required by the Commander, Navy Reserve Forces Command or higher authority. So help you God."

The following oath or affirmation shall then be administered by the President to the support personnel and technical advisors:

"You, and each of you, do solemnly swear (or affirm) you will not divulge the proceedings of this board except as authorized or required by the Commander, Navy Reserve Forces Command or higher authority. So help you God."

2. The senior member of the Board has been appointed as President and will perform the prescribed administrative duties. A Board President has no authority to determine any matter that would constrain the Board from recommending for appointment those officers best qualified to meet the needs of the Navy Reserve. Any Board member who believes that they cannot in good conscience perform their duties as a member of the Board without prejudice or partiality has a duty to request relief by the convening authority from such duty. Such a request will be honored. Any Board member who believes that the integrity of the Board's proceedings has been adversely affected by improper influence of military or civilian personnel, misconduct, of the Board President or a member, or any other reason, has a duty to request relief from their obligation from the convening authority, and upon receiving it, to report the basis of their belief to that authority.

3. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. Aggressive commitment to equal opportunity is critical.

In evaluating the records of minority Officers, the Board should be aware that past discrimination might have operated to the disadvantage of these officers. Such discrimination may have manifested itself in disproportionately lower fitness reports, assignment outside traditional career development patterns, career assignment of less scope, and importance. You must ensure these factors do not adversely influence the consideration these officers for selection for assignment.

4. The APPLY Board will carefully consider, without prejudice or partiality, the qualifications of each eligible officer. The APPLY Board will consider each officer in confidence factor order and recommend for assignment the officers whom a majority of the members consider the best-qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the officer, billet requirements, gaining command provided information and the mission of the unit. If an officer, who received a lower confidence factor, meets the billet qualifications better than an officer who received a higher confidence factor, then the officer who received the lower confidence factor will be detailed to that billet. The "best-qualified" standard will be applied uniformly to each eligible Officer; with priority consideration afforded those eligible officers whose previous experience includes successful service in challenging leadership positions.

5. Due to both historic and existing statutory restrictions on assigning women in the Navy, the records female officers before the APPLY Board may show a career pattern different from that of their male counterparts. Such preexisting restrictions on duty assignments, which have foreclosed women to opportunities for operational and command assignments that were available to men, cannot be allowed to prejudice the selection of women for assignment. Duty performed by a female officer whose assign ability is constrained by law or policy, will be given weight equal to duty performed by her male peers. In evaluating a female officer, emphasis will be placed on her actual performance in assignments, rather than per pattern of assignments when compared to male officers.

6. Enactment of the Reserve Officer Promotion Management Act (ROPMA) dictates mandatory retirement of Officers after completing so many years of commissioned service per reference (n). The recorder will provide the Board President a list of names of officers who are within 3 years of mandatory retirement. The Board will decide if officers on the list should be considered for a billet.

7. The following directions concerning communications and information apply to all Board proceedings:

a. Each of you (President, members, recorders, projectionists, and support personnel) is responsible in maintaining the integrity and independence of this Selection Board, and fostering careful consideration, without prejudice or partiality, of all eligible Officers.

b. You must pay particularly close attention to the rules governing communications with and among other Board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this Selection Board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by this Board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the Board and any information communicated to you by individual eligible officers under provisions I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law of Service regulations from consideration by a Selection Board unless that opinion is maintained in material provided to the Board.

8. The following instructions apply to Board proceedings:

a. You will conduct your deliberations as a two-step process. First, you will screen and rank all applicants based upon documented performance, then you will detail each officer based upon applicant preference, qualifications, unit mission, Body Composition Assessment/Physical Readiness Test (BCA/PRT) standards, and the requirements of the Supported Command, and the billet.

b. The screening process will begin with a review of the official records in the Electronic Military Personnel Record System (EMPRS) and any properly executed third party correspondence. Each reviewer will prepare and deliver a briefing to include the following highlights:

- (1) Performance as recorded in EMPRS;
- (2) challenging active and inactive duty assignments (e.g., CO, XO, Training Officer, Department Head);
- (3) significant annual training (e.g., Boards, professional schools/courses, exercises);
- (4) personal awards/decorations;
- (5) billet relevant education;
- (6) BCA/PRT standards; and
- (7) the contents of correspondence addressed to the APPLY Board President (if applicable).

A confidence factor will be recommended by the briefer and voted on by secret ballot by each Board member as follows:

- 100 percent - Outstanding officer, should be screened for assignment.
- 75 percent - Strong officer, probably should be screened for assignment.
- 50 percent - Good officer, may be screened for assignment.
- 25 percent - Less competitive than other officers.

0 percent - Not competitive with other officers (this constitutes a NO vote).

c. Confidence factors will be computed electronically. The average confidence factor establishes the position of each officer on the precedence list for the Board to use in subsequent assignment decisions.

d. Before conducting the first record briefing and secret ballot, each Board member must be knowledgeable of the review and briefing process. You will conduct on or more "dry runs" of this process until you are satisfied that the Board is prepared to vote for the record.

e. The precedence list sorted from the secret ballot screening will establish the sequence in which officers shall be detailed. In so far as practical, assignments will be organized by rank, senior to junior.

f. In your assignment deliberations, your goal will be to assign the best-qualified officer to the billet that the majority of the Board members consider the best match, based on the preference and qualifications of the officer, the mission of the unit, the requirements of the Supported Command, and the billet requirements. You will be guided by the requirements of references (a) through (f) as appropriate, and correspondence properly submitted to you by the applicant and the Supported Command. Failed of Selection officers are eligible for APPLY Board selected positions and will be allowed to meet the billet PRD, contingent upon current HYT and age restrictions.

g. It is expected that officers serving in command billets (with the exception of the Voluntary Training Unit) will complete a normal tour (2 years) and, therefore are ineligible for being short-toured for reassignment. All officers serving in Noncommand billets will complete a normal tour (generally 3 years) unless selected for command.

h. You should consider all Officers with the same confidence factor as a group for assignment purposes. You may also, by majority vote, include within a group those officers with nearly the same confidence factor, particularly when there are clear separations between the confidence factors scores in the rankings.

i. In deliberating billet assignments within each group of officers, you should first consider the rank, designator, and Navy Officer Billet Code (NOBC) requirements of the billet. Priority should be given to an exact applicant and billet match of rank and designator. An exact match of NOBC is mandatory only when required by the Reserve Functional Area and Sex (RFAS) code. Use of RFAS for rank or designator substitutions is subject to the waiver restrictions of references (a) and (b), and any other current applicable directive. Before a final assignment decision, careful consideration should be made of Supported Command and individual Reservist desires.

j. Officers may be assigned to billets other than those specifically applied for subject to the needs of the service and travel/drilling limitations cited in their billet application, only if the Reservist agrees to accept a billet other than what they requested.

k. Not all officers, including applicants receiving high confidence votes, will be assigned to billets. These officers will be eligible for a post-board assignment using established post-board assignment procedures.

l. You should not nominate an officer to a billet that requires a waiver, except in truly unusual circumstances. For example, an officer who may not be holding an exact NOBC, but possesses civilian experience matching billet requirements; or an officer who has performed well while on active duty which is outside of the designator required by the billet; or an officer who has been accepted into an established training pipeline but has not yet received the training designator.

9. Once the Board has convened, any member who informs you of a potential conflict of interest (i.e., past or present business, family, or marital relationship) may excuse him/herself. This excuse will apply to all actions (briefings, votes, and assignment) specifically associated with applications(s) cited by the Board member.

10. The final report of the Board will be in writing, signed by each member, and the recorder, and will contain the names of the officers that the Board recommends for assignment, and the specific unit and position for which recommended. The report will also identify all billets not filled by the Board. The report will certify that the Board has complied with all instructions contained in the precept. Additionally, the report of the Board will certify that the Board carefully considered the case of each applicant whose name was furnished to the Board, and that in the opinion of a majority of the members of the Board, the officers recommended for assignment by the Board are considered the best-qualified to meet the needs of the Navy Reserve.

11. Specific Panel Procedures:

a. Navy Emergency Preparedness Liaison Officer (NEPLO) Panel (1999):
The panel to consider officers for NEPLO billets (Billet Designator 1999) will convene 14 to 18 August 2006. Expanded descriptions of the specific requirements for the NEPLO positions are at <http://navyreserve.navy.mil> under the NEPLO tab. A primary and four alternates will be selected for each NEPLO position. Officers applying for NEPLO billets may apply for other billets, but with the following stipulations:

(1) If an officer is selected for a NEPLO billet and it is the officer's first choice, they will be detailed to the NEPLO billet.

(2) If an officer is selected for a NEPLO billet and has a higher-ranking command billet(s) than the NEPLO billet on their dreamsheets, the officer's name will be forwarded to the appropriate community panel for consideration for the command billet(s).

(3) If the officer is selected for the higher-ranking command billet, the first alternate will be tentatively assigned to the NEPLO billet.

(4) Community panels shall also review alternates for Command billets.

(5) Resumes for NEPLO assignments shall be submitted via the Apply website.

b. NAVAIR Panel (1505/1515/1525): The panel to consider officers for billets in designators 1505/1515/1525 (NAVAIR) billets will convene 21 to 23 August 2006. Officers applying for 1505/1515/1525 (NAVAIR) billets may apply for other billets, but with the following stipulations:

(1) If an officer is selected by the NAVAIR panel to a 1505/1515/1525 billet, they will be detailed to the NAVAIR billet.

(2) Officers who applied for billets on the NAVAIR Panel and billets on their respective Line (O4/O6 or O5) panel but were not selected by the NAVAIR Panel, will be redistributed to their respective Line panel, regraded, and subsequently considered by the Line panel for Line billets remaining on their dreamsheets.

(3) Priority will be given to detailing officers in designators 1505/1515/1525 to billets in designators 1505/1515/1525. Additionally, priority will be given to detailing officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

c. INTEL Panel (1635): The panel to consider officers for billets in designators 1635 will convene 21 to 24 August 2006. Officers applying for 1635 billets may apply for other billets, but with the following stipulations:

(1) If an officer is selected by the INTEL panel to a 1635 billet, they will be detailed to the 1635 billet.

(2) Officers who applied for billets on the INTEL Panel and billets on their respective Line (O4/O6 or O5) panel but were not selected by the INTEL Panel, will be redistributed to their respective Line panel, regraded, and subsequently considered by the Line panel for Line billets remaining on their dreamsheets.

(3) Priority will be given to detailing officers in designators 1635 to billets in designators 1635. Additionally, priority will be given to detailing officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

d. METOC Panel (1805): The panel to consider officers for billets in designators 1805 will convene 21 to 23 August 2006. Officers applying for 1805 billets may apply for other billets, but with the following stipulations:

(1) If an officer is selected by the METOC panel to an 1805 billet, they will be detailed to the 1805 billet.

(2) Officers who applied for billets on the METOC Panel and billets on their respective Line (04/06 or 05) panel but were not selected by the METOC Panel, will be redistributed to their respective Line panel, regraded, and subsequently considered by the Line panel for Line billets remaining on their dreamsheets.

(3) Priority will be given to detailing officers in designators 1805 to billets in designators 1805. Additionally, priority will be given to detailing officers to billets in exact paygrade and skill (NOBC) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

e. Medical Panel (2105/2205/2305/2905):

(1) The panel to consider officers for billets in designators 2105/2205/2305/2905 will convene 28 August to 1 September 2006. Officers in designators 2105/2205/2305/2905 are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11a above.

(2) If an Officer is selected by the Medical Panel to a 2105/2205/2305/2905 billet, they will be detailed to that billet.

(3) The Medical panel will review and assign confidence factors to the records of all medical designator applicants in groupings by grade in random designator and name order. After all applicant records have been assigned a confidence factor, the Medical Panel will first consider applicants for Command positions regardless of designator. After the Command billets have been slated, the Medical Panel will break into two separate panels to conduct Noncommand billet slating. Applicant records in designators 2105/2205 and 2305/2905 will be slated by the cross-section of the Medical Panel membership with the same designators respectively.

(4) Priority will be given to detailing officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

f. JAG Panel (2505):

(1) The panel to consider officers for billets in designator 2505 will convene 24 to 25 August 2006. Officers in designator 2505 are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11a above.

(2) If an officer is selected by the JAG Panel to a billet in designator 2505, they will be detailed to that billet.

(3) Priority will be given to detailing officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

g. Supply Panel (3105):

(1) The panel to consider officers for billets in designator 3105 will convene 28 to 31 August 2006. Officers in designator 3105 are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11.a. above.

(2) If an Officer is selected by the Supply Panel to a billet in designator 3105, they will be detailed to that billet.

(3) Priority will be given to detailing officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

h. Chaplain Panel (4105):

(1) The panel to consider Officers for billets in designator 4105 will convene 24 to 25 August 2006. Officers in designator 4105 are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11a above.

(2) If an officer is selected by the Chaplain Panel to a billet in designator 4105, they will be detailed to that billet.

(3) Priority will be given to detailing officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

i. CEC Panel (5105):

(1) This panel will hold two boards. The first board will consider 05 and 06 officers for seven Commanding Officer (CO) billets in designator 5105 and will convene on 3 February 2006. The second board will consider officers for all remaining billets in designator 5105 and will convene 21 to 23 August 2006. Officers in designator 5105 are not authorized to apply for billets in other designators with the exception of NEPLO Billets (Billet Designator 1999) per paragraph 11a above.

(2) If an Officer is selected by the CEC Panel to a billet in designator 5105, they will be detailed to that billet.

(3) Priority will be given to detailing officers to billets in exact paygrade and skill (subspecialty) match. Only in situations where a qualified officer in exact grade and skill is not available for assignment will the panel authorize a RFAS waiver.

j. Line Panels (all Line designators):

(1) These panels are comprised of two boards, the Line 04/06 board and the Line 05 board. These boards will consider all line officer assignments and both panels will convene 21 August to 1 September 2006.

(2) If an officer is selected by the Line panels to a line officer billet in their designator, they will be detailed to that billet.

(3) Priority will be given to officers to billets in exact paygrade and skill SSI match. Only in situations where a qualified officer in an exact skill and paygrade is not available for assignment will the panel authorize a RFAS waiver.

(4) Records of officers not selected to billets on the 1505/1515/1525, 1635, or 1805 panel will be redistributed to the respective Line panel, regraded, and considered for slate to Line billets remaining on their dreamsheets.

SECTION IV

POST-BOARD ASSIGNMENT PROCEDURES

1. In the unlikely event that a billet is inadvertently filled by the board that has an incumbent with tenure remaining (aka "Double Slate"), the billet will, in most cases, go to the newly selected officer. This is necessary to validate the pre-board billet verification conducted by Reserve Echelon IVs and subordinate commands. When a "Double Slate" occurs COMNAVRESFORCOM (N1) will review the incumbent's assignment status for consideration of an alternate assignment after the board results are made public. Officers who lose their assignment as a result of a "Double Slate" will be eligible for an alternate assignment using the post-board interim fill process.

2. Post-board interim fills, formerly known as the Alternate Candidate List (ACL), is comprised of all assignments not filled by the FY07 APPLY Board. Upon completion of the board, COMNAVRESFORCOM (N12) will use interim fill assignments to fill any remaining vacancies, newly structured billets, and billets declined by board selected Officers. All after-board assignments, including post-board interim fills, will only be for 1 year (FY07). Specific procedures for post-board interim fills follows:

a. Post-board interim fill process. There will be some billets that are not filled by the FY07 APPLY Board as a result of assignment declinations, inadequate applications, ZBR, or organizational restructuring. Supported Commands and Reserve Echelon IV commands (REDCOM/NAVAIRES/NOSC) may request an interim fill for post-board vacancies using the procedures listed in this notice (following the sample in exhibit 6 of this notice). Requests for the placement of eligible officers (registered and/or applied via FY07 APPLY) into an interim fill assignment will be forwarded by the supporting Reserve Echelon IV to COMNAVRESFORCOM N12 for assignment approval. Officers approved for interim fill assignments will be given a PRD of 31 December 2007. Specifically, officers placed in post-board interim fill assignments will serve for FY07, after which, they will have to register for another billet assignment via the FY08 APPLY board.

b. Billet availability listing. A listing of billets that are known to be available for interim fill will be posted to the APPLY web site 1 December 2006 or 1 month before the effective date of FY07 APPLY Board assignments. Eligible officers interested in filling these billets should contact the supported command OSO and/or supporting Reserve Echelon IV for consideration. Navy supported commands (OSO); in concert with Reserve Echelon IV commands (REDCOM/NAVAIRES/NOSC) will be responsible for submitting interim fill requests on behalf of qualified, eligible officers. COMNAVRESFORCOM (N1) will consider for approval all requests that have appropriate supported command and Reserve Echelon IV endorsements.

c. Post-board interim fill application process. There is no application process for interim fill assignments; each interested officer should contact the supporting NRA for specific billets and for more information on how to contact unit leadership on potential vacancies. It is the responsibility of interested officers to contact the respective OSO or echelon IV command via unit leadership for information on the availability of a particular billet.

Ultimately, it will be up to Supported Commands, together with Reserve Echelon IV commands, to recommend officers that they deem best suited for 1-year interim fill assignments. The Reserve Echelon IV will conduct local review of eligible officers or Program Manager (Medical, Intel, and other centrally managed programs) with Supported Command input. Recommended interim fill assignments must be forwarded to COMNAVRESFORCOM (N1) with Reserve Echelon IV endorsement in the format provided in exhibit 6 of this notice.

d. Post-board interim fill request deadlines. There is no deadline for post-board interim fill requests made by Supported Commands and Reserve Echelon IV commands. Since there may not be qualified officers to fill specific requirements that are immediately available, it will be up to Supported Commands and echelon IVs to submit Interim Fill requests when they have identified a suitable candidate. Additionally, some billets will become available throughout the year as a result of newly structured requirements, retirement, etc. Interim Fill requests for these billets will be processed by COMNAVRESFORCOM (N1) as received.

3. Post-Board Assignment Eligibility. All FY07 APPLY registrants and applicants are considered alternate candidates for post-board assignments (former Alternate Candidate List). Registration ensures eligibility, however simply having registered (or applied) does not guarantee that a member will be assigned in pay. Officers who are currently assigned to a valid board selected billet with tenure remaining in FY07 are not eligible for reassignment to an interim fill. All officers requested for interim fills by Supported Commands or Reserve Echelon IV must still meet all other policy and eligibility requirements for a pay assignment; for example, not within a year of mandatory retirement policy, etc. (This is not an exclusive list of eligibility requirements. Requirements are governed by standing force manpower policy and guidance.)

4. Post-Board Interim Fill Points of Contact for Reserve Officers

a. Officers interested in post board interim fill opportunities can find specific contact information for REDCOM/NAVAIRES/NOSC Manpower officers by accessing the private side of the Navy Reserve web site at <https://navalreserve.navy.mil>. From the Private Site Welcome page, select "Find a Command" at the very top of the page, and then select "Commander, Navy Reserve Forces Command". From the COMNAVRESFORCOM Division Navigator page select "Find a Command" again and select the respective REDCOM/NAR/NOSC. Navigate within the respective command's web page to the N1 contact information.

b. For a listing of supported command OSOs with contact information: From the Private Site select the "CNRFC" pill-shaped button centered above Commander, Navy Reserve Force photo. From the COMNAVRESFORCOM Division Navigator, select the "N3" pill-shaped radio button. Then on the left-hand side, under Operations Links, select the "OSO" link and select the "click here for updated list of Operational Support officers info" link.

SECTION V

MEMBERSHIP AND BOARD SUPPORT SELECTION GUIDANCE

NOTE: The convening authority will apply the following guidelines during the selection process of members for the National Command and Senior Officer (O5/O6) Noncommand Screening and Assignment Board.

1. Number of members. The Board should consist of an odd number of voting members. The duration and anticipated workload for the Board are factors that should be considered in determining the number of Board members. If a nominated member is unable to support the Board, an alternate member previously selected by COMNAVRESFORCOM will be appointed.
2. Representation. Voting members will be post-command Navy Reserve Officers with at least one Full Time Support (FTS)/US Navy (USN) Active Duty Officer. The convening authority may make exceptions to the post-command requirement if Staff Corps or female/minority representation with post-command experience is unavailable. Voting Board membership will represent a balance of minority, gender, and designators under consideration. Officers in the rank of O5, including Officers frocked to O6, can serve as voting member on the CDR URL panel only. All other voting members will be of the rank O6 and above.
3. Active component representation. Each panel of the Board should include a cross-section of members representing a variety of major active component Supported Commands, major claimants, and Reserve programs that are sourced by the specific panel community or designator.
4. Geographic distribution. The membership of the Board must represent a broad geographic distribution based on the member's home address.
5. Membership exclusion. Board members may apply for any assignment that will be considered by the Board.
6. Special Voting members. There will be no special voting members. All Board members will serve for the duration of the grading portion of the panel to which they are assigned. The President of the Board may choose to excuse a portion of the panel membership prior to billet slating in the interest of Board efficiency.
7. Board membership and support personnel determination. The Panel Head(s) are voting members of the Board. COMNAVRESFORCOM N00 and the Executive Steering Committee (ESC) will appoint the Panel Head(s). Recorders, assistant recorders, and support personnel are non-voting members of the Board. The convening authority will appoint the Recorders and Assistant Recorders.

8. Confidentiality. Board membership is confidential. Officers who submit a package for Board membership will not divulge their package submission. COMNAVRESFORCOM will communicate official selection notification directly to the member. Members will not discuss their assignment with anyone before the actual convening of the Board. The convening authority may officially release a list of Board membership after oaths have been administered on the day the Board convenes.

9. Conflict of Interest. Per reference (b), section 504b, ensure that no member is assigned, if they have indicated on their membership application that they have past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with any officer under consideration for assignment.

SECTION VI

APPENDIX A

EXHIBIT 1

TIMELINES (PLAN OF ACTION AND MILESTONES)

<u>CY 2006</u>	<u>Description of Action/Tasker</u>
3 January	<p>1-APPLY program on-line for Echelon IV and VI Billet verification and review/update of OSOs/Echelon IVs comments.</p> <p>2-COMNAVRESFORCOM (N12) posts APPLY program on the web for officer registration at: http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm.</p> <p>3-COMNAVRESFORCOM (N12) begins accepting Board Membership and Board Support applications via web at http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm.</p>
1 March	<p>1-Membership and Support staff application list from COMNAVRESFORCOM (N12) to the Executive Steering Committee for review.</p> <p>2-Deadline for submission of Board membership and Board support application packages to COMNAVRESFORCOM (N12) http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm.</p>
31 March	<p>1-Deadline for Echelon IVs/Vs to ensure APPLY orders and PRDs are executed and correctly entered in the IDT Orderwriter and NSIPS.</p>
1 April	<p>1-Executive Steering Committee proposes Membership and Support staff.</p> <p>2-COMNAVRESFORCOM (N00) appoints APPLY Board Flag Officers and Board members.</p>
15 April	<p>1-All Echelon IV, V, VI deadline for completing assignment/PRD review.</p>
17 April	<p>1-Echelon IV submits interim fills requests via IDT Order Writing System to COMNAVRESFORCOM (N12).</p>

<u>CY 2006</u>	<u>Description of Action/Tasker</u>
28 April	1-OSO's will submit RFAS changes and verify command type "K" or "O" as last digit of the RBSC.
30 April	1-Deadline for COMNAVRESFORCOM (N12) to notify Board Members and Support staff personnel of selection via e-mail. 2-OSO's and N1's will verify billet comments.
1 May	1-Deadline for COMNAVRESFORCOM (N12) to route Precept to COMNAVRESFORCOM N00 for signature.
1 May-14 June	1- COMNAVRESFORCOM will advertise billet vacancies for review only.
15 May	1-Deadline to submit Billet assignment/PRD extension requests to COMNAVRESFORCOM (N12).
14 June	1-COMNAVRESFORCOM N00 deadline to approve/disapprove Billet assignment/PRD extension requests.
15 June-30 July	1-N12 will freeze the billet file for a 45 day period to stabilize billets from being deleted or created while applicants are creating their dreamsheets.
28 June	1-Deadline for COMNAVRESFORCOM (N12) and Echelon IV (N1s) to update/effect final Billet extensions/PRD adjustments via the IDT Orderwriter and NSIPS.
30 July	1-Final day for application and dreamsheets updates. On-line APPLY registration closed at 2400 CST.
11 August	1-Delivery deadline for all Reserve Officer APPLY applicants to submit supplemental package to the President of the APPLY Board. If mailed, must be postmarked no later than 11 August 2006. If faxed, must be received by NAVPERSCOM Customer Service Center (PERS-00R) at fax number 901-874-2044, NLT 2400 CST, 11 August 2006. If delivered, must be received by NAVPERSCOM Customer Service Center (PERS-00R) personnel NLT 1900 CST, 11 August 2006. The hours of customer service will be from 0700 to 1900 CST. COMNAVRESFORCOM personnel are not authorized to receive, handle or deliver any official correspondence.
14 August	1-FY07 APPLY Board begins. NEPLO panel and indoctrination convenes. 3-APPLY Board Members and Support staff indoctrination.
21 August	1-METOC, INTELL, NAVAIR, CEC, and both URL panels convene.
24 August	1-JAG and Chaplain panels convene.

COMNAVRESFORCOMNOTE 5400

<u>CY 2006</u>	<u>Description of Action/Tasker</u>
1 September	1-FY07 APPLY Board concludes 1 September 2006 and all reports of Final Board proceedings completed. FY07 Board results are released by COMNAVRESFORCOM (N00) And posted via the APPLY website at: http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm
30 September	1-Final day for APPLY billet selectees to accept or decline their Board selected billet assignment via the APPLY website. 2-Non-selectees provide VTU/IRR preference to parent NRA.
12 October	1-Executive Steering Committee meeting target date. COMNAVRESFORCOM (N12) provides Helpdesk plans and APPLY upgrades to the Executive Steering Committee.
1 November	1-Echelon IVs/Vs begin effecting/updating APPLY orders and billet assignments/PRDs in the IDT Orderwriter and NSIPS.
31 November	1-COMNAVRESFORCOM (N12) publishes post board unfilled billets list via the APPLY website.

SECTION VI

APPENDIX A

EXHIBIT 2

SUPPLEMENTAL INFORMATION LETTER
(SAMPLE)

date

From: Captain John Courageous, USN, 123-45-6789/1115
To: President, Fiscal Year 2007 National Command and Senior Officer
(05/06) Non-Command and Screening and Assignment Board, Board # 391

Subj: SUPPLEMENTAL INFORMATION

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Fitness Reports (missing from OSR/PSR)
(2) Other documentation as required (Degree certification, NOBC
approvals, Third party correspondence, etc.)

1. Enclosures (1) and (2) are submitted per reference (a) as supplemental information to my application for the billets advertised in APPLY.

2. I hereby certify that all the information submitted is, to the best of my knowledge, correct.

3. I understand that information received after (date) will NOT be presented to the Board for consideration.

SIGNATURE OF MEMBER

SECTION VI

APPENDIX A

EXHIBIT 3

BILLET ASSIGNMENT EXTENSION REQUEST
(SAMPLE)

date

From: SUPPORTED COMMAND
To: COMNAVRESFORCOM
Via: REDCOM/NAR/NOSC
COMNAVRESFORCOM N12

Subj: ASSIGNMENT EXTENSION REQUEST ICO, CAPT J.C. COURAGEOUS USN/123-45-6789

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Current Orders
(2) Copy of RUAD
(3) Additional endorsements as necessary

1. Enclosures (1) and (2) are submitted per reference (a) as required:

(a) Member information:

Name, SSN, Desig
FY06, FY05 APPLY Board select status
Current Assignment PRD

(b) Requested Billet details:

AUIC, AUIC Name:
RUIC, RUIC Name:
RBSC, Billet Title:
BIN (If known):
NRA (Navy Reserve Activity) where unit and billet are assigned:

2. Supported Command Justification:

(Justification should include compelling explanation of significant negative impact to supported command mission if the requested officer is not extended in the requested billet.)

SECTION VI

APPENDIX A

EXHIBIT 4

PRECEPT
(SAMPLE)

From: Commander, Navy Reserve Forces Command
To: (FY)07 National Command and Senior Officer (Captain/Commander)
Non-Command Screening and Assignment Board Membership Board President

Subj: PRECEPT CONVENING FISCAL YEAR (FY)07 NATIONAL COMMAND, AND SENIOR
OFFICER (CAPTAIN/COMMANDER) NON-COMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMNOTE 5400
(d) COMNAVRESFORINST 3000.1E
(e) JAGINST 1301.2B
(f) COMNAVRESFORINST 5354.7A

Encl: (1) Fiscal Year(FY)07 National Command and Senior Officer
Non-Command Screening and Assignment Board Membership
(2) Selection Board Guidance
(3) Draft Report of Proceedings

1. The screening and assignment board (herein after referred to as "the board"), consisting of you as President and the Officers listed in enclosure (1) of this letter, is ordered to convene at Navy Personnel Command, Millington, TN at 0730, (date) per references (a) through (f). The board shall proceed in accordance with guidance provided in enclosure (2).

2. The function of the board is to recommend the best-qualified Officers for appointment to national command and senior Officer (Captain/Commander) Non-Command billets. The names, applications, Officer performance data, and the list of vacant billets will be furnished to you and the board when it convenes.

3. The board will carefully consider, without prejudice or partiality, the qualifications of each eligible Officer. The board will consider each Officer in confidence factor order and recommend for assignment the Officers whom a majority of the members consider the best-qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the Officer, billet requirements, gaining command provided information and the mission of the unit. If an Officer, who received a lower confidence factor, meets the billet qualifications better than an Officer who received a higher confidence factor, then the Officer who received the lower confidence factor will be detailed to that billet. The "best-qualified" standard will be applied uniformly to each eligible Officer, with priority consideration afforded those eligible Officers whose prior experience includes successful service in challenging leadership positions.

4. Supplemental guidance for your deliberations as well as the oath that will be administered to all recorders, support personnel, and members of the board is provided in enclosure (2) of this letter.

FY07 NATIONAL COMMAND AND SENIOR OFFICER (O5/O6) NON-COMMAND SCREENING AND
ASSIGNMENT BOARD MEMBERSHIP

PRESIDENT

(Rank, Name, USN, Social Security Number (SSN)/Designator)

VICE-PRESIDENT

(Rank, Name, USN, Social Security Number (SSN)/Designator)

VOTING MEMBERS and PANEL TYPE

MEMBERS (LINE CAPTAIN, COMMANDER, MEDICAL, NEPLO, METOC, INTEL, JAG, SUPPLY,
CHAPLAIN, NAVAIR SYSTEMS)

(Rank/(Warfare designation), Name, USN, Social Security Number
(SSN)/Designator)

ASSISTANT RECORDERS

(Rank, Name, USN or CIV, Social Security Number (SSN)/Designator)

BOARD SUPPORT

(Rank/(Warfare designation), Name, USN or CIV, Social Security Number
(SSN)/Designator)

TECHNICAL SUPPORT

(Rank, Name, USN or CIV, Social Security Number (SSN)/Designator)

SECTION VI

APPENDIX A

EXHIBIT 5

SAMPLE REPORT OF PROCEEDINGS
(SAMPLE)

From: President, Fiscal Year (FY)07 National Command, and Senior Officer
(Captain/Commander) Non-Command Screening and Assignment Board

To: Commander, Navy Reserve Forces Command

Subj: REPORT OF PROCEEDINGS OF THE FISCAL YEAR (FY)07 COMMAND AND SENIOR
OFFICER (CAPTAIN/COMMANDER) NON-COMMAND SCREENING AND ASSIGNMENT BOARD
((SPECIFIC COMMUNITY) PANEL)

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) List of the Officers recommended for selection to Command and
Non-Command billets and the specific unit and position for which
recommended

(2) Unfilled Billet List

(3) Copy of the Precept letter, all instructions, information and
guidance that were provided to the board

1. Per reference (a), the Fiscal Year (FY)07 National Command and Senior
Officer (Captain/Commander) Non-Command Screening and Assignment Board for
(Specific Community Panel) was held in Millington, TN (date). The results
and findings of the board are listed in enclosures (1) and (2). Enclosure
(3) provides copies of all information and guidance provided to the board.

2. Per reference (a), I also certify that:

(1) To the best of my knowledge, the board complied with all instructions
contained in the precept, and, as appropriate, other letters of guidance or
instruction provided by Commander, Navy Reserve Forces Command;

(2) I was not subject to or aware of any censure, reprimand, or
admonishment about the recommendations of the board or the exercise of any
lawful function within the authorized discretion of the board;

(3) I was not subject to or aware of any attempt to coerce or influence
improperly any action in the formulation of the board's recommendations;

(4) I was not party to or aware of any attempt at unauthorized
communications;

(5) To the best of my knowledge, the board carefully considered the
records of each Officer whose name was furnished to the board; and

(6) The Officers recommended for selection are, in the opinion of the
majority of the members of the board, fully qualified and best qualified to
meet the needs of the Navy among those Officers whose names were furnished to
the board.

3. The Board adjourned at (time) on (date).

(Signature block for each member)	(Signature block for each member)
Rear Admiral	Captain
United States Navy	United States Navy
President/Member (if applicable)	Member

(Signature block for each member)	(Signature block for each member)
Captain	Commander
United States Navy	United States Navy
Member	Member

SECTION VI

APPENDIX A

EXHIBIT 6

INTERIM FILL BILLET ASSIGNMENT REQUEST
(SAMPLE)

date

From: SUPPORTED COMMAND
To: COMNAVRESFORCOM
Via: REDCOM/NAR/NOSC
COMNAVRESFORCOM N12

Subj: INTERIM FILL ASSIGNMENT REQUEST ICO, CAPT J.C. COURAGEOUS USN/123-45-6789

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Current Orders
(2) Copy of RUAD
(3) Additional endorsements as necessary

1. Enclosures (1) through (3) are submitted per reference (a) as support for the officer listed in (a) below to be placed as an interim fill to the billet in (b) below:

(a) Member information:
Name, SSN, Desig
FY06, FY05 APPLY Board select status
Current Assignment PRD

(b) Requested Billet details:
AUIC, AUIC Name:
RUIC, RUIC Name:
RBSC, Billet Title:
BIN (If known):
NRA (Navy Reserve Activity) where unit and billet are assigned:

2. Supported Command Justification:

(Justification should include details as to why the interim fill is required and specifically cite the qualifications of the officer that are necessary to fill the billet.)